

## Mission Statement

The mission of the Torrance Transit System is to provide reliable, safe, inexpensive, and courteous transportation to our customers—the people who live, work, and do business in the City of Torrance

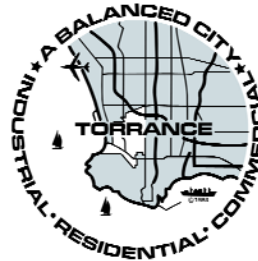
## The City

Located in Los Angeles County's South Bay, Torrance borders the Pacific Ocean and beach communities to the west and the Palos Verdes peninsula to the south. Ideally situated near the 405 (San Diego) freeway and 20 minutes from the Los Angeles International Airport, Torrance occupies 21 square miles, including a beach-front and the Madrona Marsh, a fresh-water habitat. Torrance is within a 45-minute drive of many major Southern California attractions.

Incorporated in 1921 and chartered in 1947, Torrance has a population of nearly 147,000 and is the 12th largest city in California. Torrance is a full-service city with an annual budget in excess of \$200 million and a staff of over 1600 in 14 departments. The City has a council-manager form of government with an elected mayor and six council members.

The area enjoys a pleasant year-round climate with warm temperatures, gentle sea breezes and low humidity. The City boasts 46 parks and recreation amenities and six public libraries. The 502-seat James Armstrong Theatre in the Torrance Cultural Arts Center is an excellent venue for professional and local productions.

The community's population is culturally rich with an estimate of more than 80 languages spoken in local schools. Contributing to this diversity are such world-class international companies as Toyota Motor Sales U.S.A., American Honda Motor Company, Hi-Shear Corporation, Robinson Helicopter, Honeywell, Panasonic, and Virco Manufacturing, each of which call Torrance Home. Four major shopping centers are located in Torrance, including Del Amo Fashion Center, one of the largest shopping centers in the world.



## CITY OF TORRANCE

Human Resources Division  
of the City Manager's Office  
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## City of Torrance



Invites applications for

## TRANSIT TRAINING COORDINATOR



[www.TorranceCA.Gov](http://www.TorranceCA.Gov)

## COME BE A PART OF TORRANCE TRANSIT~A TRANSIT SYSTEM ON THE CUTTING EDGE

Torrance Transit is expanding services and looking to grow our bus operator staff. The Transit Department prides itself as a service-oriented organization that enjoys camaraderie and teamwork, and supports career growth in public service. We are currently recruiting for a **TRANSIT TRAINING COORDINATOR** who finds reward in leading and developing a team of Apprentice Relief Bus Operators/Trainees.

The Bus Operator training program has up to 15 participants in each class, which is a combination of classroom and behind-the-wheel instruction over the course of 8 – 10 weeks. Under the direction of the Transit Operations Manager, this position will coordinate, monitor, and provide driver training for Transit Personnel in compliance with Department of Transportation (DOT) and California Highway Patrol (CHP) rules and regulations; and perform related work. The primary responsibilities for the Transit Training Coordinator will be to enhance the Bus Operator training program with a "hands on" approach to design, deliver, and evaluate curriculum; assess safety and review accident reports to determine preventability; serve as a mentor for classroom instructors; develop recommendations and write staff reports.

The Transit Training Coordinator must be available to work various shifts on weekdays, weekends, evenings, overtime and holidays.

### Special Notes

If you have inquiries regarding this position, you may e-mail Ernie Crespo, Transit Operations Manager at [ECrespo@TorranceCA.Gov](mailto:ECrespo@TorranceCA.Gov).

As a condition of employment, candidates must pass a background check and pre-employment medical examination.

Applicants with disabilities who require special testing arrangements must notify Human Resources by the final application filing date.

*The provisions of this announcement do not constitute an expressed or implied contract and any provisions contained in this announcement may be modified or revoked without notice.*

## TRANSIT TRAINING COORDINATOR

**\$34.11—\$45.90/HOUR**

Salary currently under review

### Minimum Qualifications:

*Any combination of education and experience that provides the required knowledge and skills is qualifying. A typical way to qualify would be:*

**Experience:** Three years of full-time experience in the transit industry, including two years of supervisory or lead experience and one year of experience in conducting, coordinating and developing employee training and development programs.

**Education:** Associates degree in Public or Business Administration, or a related field. Specific and substantial experience in addition to the three years required which prepares one to perform the job duties may be substituted for the required education on a year for year basis.

**License & Certification:** Equivalent to a valid California Class B drivers' license with Passenger Endorsement, a valid California Department of Motor Vehicles (DMV) Medical Certificate and a Transportation Safety Institute (TSI) Certificate (Instructors' Course in Bus Operator Training) are required.

### Our Ideal Candidate Possesses

- Strong leadership skills
- Professional driving skills
- Public transportation experience preferred
- Excellent interpersonal skills
- Strong verbal, written, and presentation skills
- Ability to work with all levels within the organization
- Ability to administer policies, procedures, and rules
- Solid training experience in needs assessment and evaluation

### Besides great pay we offer

- Family health, dental, optical plan
- Holiday, Sick and Vacation Leave
- Life Insurance and Deferred Compensation
- Employees currently contribute 6.2% toward Social Security and 1.45% toward Medicare.
- Employees receive retirement benefits through the California Public Employees Retirement System (CalPERS). Employees hired after January 1, 2013, that are new to CalPERS, or returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan which is funded through contribution from both employer and employee. The employee contribution is 7% on a pre-tax basis.

For more details on our benefits package, visit our website's benefit link: go to [www.TorranceCA.Gov](http://www.TorranceCA.Gov), click "Job Opportunities," then "Salary Resolutions". Benefits pertinent to this position are covered under the *Torrance Professional and Supervisory Association* group.

### To Apply

Interested candidates must submit an online application, resume and supplemental available at [www.TorranceCA.gov/523.htm#](http://www.TorranceCA.gov/523.htm#). Applications are accepted on a continuous basis until a sufficient pool has been received. **The filing period will begin February 13, 2015 and the first review of applications will be those received by March 9, 2015 at 5:30 p.m.**

### Selection Process

After review of the applications received, only those candidates most qualified will be invited to participate in the examination process.

The examination will consist of the following:

- ★ Performance Exam (qualifying)
- ★ Oral Interview (weighted 100%)

The test dates are to be determined. Please visit our webpage under Recruitment Status for dates and current status.

**CITY OF TORRANCE**  
**TRANSIT TRAINING COORDINATOR**  
**Job Code 15025106**  
**SUPPLEMENTAL APPLICATION**

1. Do you have an Associate's Degree in Public or Business Administration, or a related field?
  - a. No
  - b. Yes
  - c. Other (indicate)
2. Do you have a valid Class B Drivers' License?
  - a. No
  - b. Yes
  - c. If yes (indicate State)
  - d. If yes, do you have a Passenger Endorsement?
3. Do you have a valid Department of Motor Vehicles (DMV) Medical Certificate?
  - a. No
  - b. Yes (indicate State)
4. Do you have a valid Instructors' Course in Bus Training certificate from the Transportation Safety Institute (TSI)?
  - a. No
  - b. Yes
5. Do you have an Advanced Safety Certificate from the National Safety Council?
  - a. No
  - b. Yes
6. Do you have a valid Verification of Transit Training Certificate (VTT)?
  - a. No
  - b. Yes
7. Please list any other Transit Training certifications you have obtained.
8. Describe your experience conducting behind-the-wheel training for newly hired bus operators with no commercial driving experience.
9. Describe your experience in accident investigations, reviewing accidents and determining preventability. Additionally, describe your professional experience in the development of programs for the analysis of accidents/incidents, identifying training needs as a result of this analysis, and the development of reports and outcomes.
10. Describe your experience developing training curriculum for bus operations, transit maintenance and transit administrative (dispatchers and supervisors) personnel. Provide details regarding training program content, objective of the training and the outcomes.
11. Describe your experience in planning and conducting safety training programs, inspections of equipment and other related safety activities. In addition, describe your experience in promoting a safety conscious atmosphere.
12. Describe your experience supervising the work of others. Please provide examples on how you have developed and mentored staff.